

ACRL-NEC BOARD MEETING MINUTES

Monday, November 12, 2012
Develin Room, Olin Library
Wesleyan University
Middletown, CT

Present:

Leslie Button	President
Eleta Exline	Vice President
Diane Klare	Treasurer
Melinda Malik	Treasurer-Elect
Betsy Peck Learned	Secretary
Brian Gallagher	Past President
Amanda Izenstark (attended virtually)	Member-at-Large (2011-2013)
Tim Spindler (attended virtually)	Communications Co-Coordinator
Patrick Hartsfield	Constitution & Bylaws Co-Chair
Peter Cochrane	Membership Co-Chair
Melissa Behney	Leadership Development Co-Chair
Nancy George (attended virtually)	Scholarships & Awards Co-Chair
Gail Geisser	ASIG Co-Chair
Julie Linden	CDIG Co-Chair
Dawn Emsellem Wichowski	ITIG Co-Chair
Rachel Pusateri (attended virtually)	NELIG Co-Chair
Hillary Corbett (attended virtually)	SCIG Chair
Helen Aiello	SERIG Co-Chair
Amy Robb	WSIG Co-Chair

Absent:

Carina Cournoyer	Member-at-Large (2012-2014)
Sarah Hutton	Communications Co-Coordinator
Michael Cerbo	Constitution & Bylaws Co-Chair
Barbara Kenney	Leadership Development Co-Chair
Laura Kohl	Scholarships & Awards Co-Chair
Amy Galante	ASIG Co-Chair
Amy Lewontin	CDIG Co-Chair
Dave Bretthauer	ITIG Co-Chair
Marianne Thibodeau	Membership Co-Chair
Sondra VanderPloeg	NELIG Co-Chair
Sally Gore	SCIG Vice Chair
Dianna Magnoni	SCIG Vice-Chair
Karen Bouchard	WSIG Co-Chair

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1. Welcome

President Leslie Button began the meeting at 9:35 a.m. and welcomed those attending both physically and virtually. Attendees introduced themselves at Leslie's request.

2. Minutes

The August 22nd board meeting minutes were reviewed with two corrections: Hillary Corbett's title was changed from Co-Chair to Chair of the Scholarly Communication Interest Group and Marianne Thibodeau's name was corrected from Mary to Marianne. A motion to approve the minutes as amended was made by Gail Geisser and seconded by Diane Klare. The minutes were approved unanimously.

3. Treasurer's report

Diane reported income from July 1, 2012 through October 31, 2012 with a net income of \$1,106.52 and a balance of \$53,127.97.

4. Standing Committee reports

Leslie asked for questions or additions to reports submitted prior to the meeting. The Membership committee is proposing new language to clarify the membership year. This will be covered later in the agenda.

5. SIG Reports

No questions to submitted reports.

6. Strategic Plan update

Gail Geisser asked if the budget would be increasing for SIGS. Leslie responded that it was increased to \$1250 last year and to \$1500 at the last meeting.

Dawn reported that she would be addressing questions on behalf of the Website Task Force as Sarah and Dave could not attend. The task force would like to know what content our constituency would like on the website. The task force will be developing two distinct surveys for membership and for the Board. They will seek assistance from an assessment expert at UMass. Tim will put the survey in Survey Monkey and release in early December. Dawn was not sure how long the

survey would run. Eleta says 3 weeks is ideal and they could expect a bump in the response rate with each reminder. Helen suggested the survey end by holiday break. Diane asked how long the survey would take to complete. Dawn indicated there are only eleven questions but did not have an estimate of how long it takes to complete.

Peter said that membership renewals are sent in early December. The two groups might want to work together on the timing of the messages.

Leslie reported Amy Galante has been looking for a graphic designer for a new brand and logo. She should have the designer identified by January.

7. Conference Planning Committee

Eleta reported the annual conference will be held on May 10, 2013 at the College of the Holy Cross. The conference theme is “Communities in the Cloud, the Commons and in the College.” Proposals are due by Nov. 30. Seven vendors already have responded positively. There will be sessions on leadership development and employment. The committee will select proposals after the next Board meeting.

8. New Business

a. Membership year question (Membership Committee)

Peter and Marianne propose the membership wording on the website be redrafted to clarify which year one is joining. The specific language is included in the Membership Committee report:

Current language states:

The Membership Year is January to December. Application fees received before the conference apply to the current membership year; fees received during or after the conference apply to the next membership year.

Proposed language revision:

The Membership Year is January to December. Membership dues received before the conference or after the conference apply to the current membership year.

Currently, if an individual joins at the annual conference, the dues apply to the following year. Since the membership year is January to December, this currently represents a loss of about \$360 for the remainder of the year and gives the member an 18-month membership.

Diane inquired as to the membership year for ACRL national members. National membership is rolling.

Melissa asked when a list of members is pulled for elections. We should consider this date in the discussion.

Is it administratively onerous to do a rolling membership? We have 300 non-national members to whom we send out reminders. Peter says it might become unmanageable. Peter does not see a need for an 18-month membership.

What impact might it have on elections?

If members joined at the conference they may be expecting to renew then. The impact of changing the membership year may be more one of confusion than financial.

It is possible to have more than one membership drive?

All agree that time frames be included in the redraft of the proposal.

Patrick said the bylaws indicate the membership year is January through December. Do we want to change the bylaws again? It doesn't make much difference from an accounting standpoint. We could just amend the Membership Committee's proposal to say membership dues received in a calendar year will apply to that calendar year.

Leslie asked Peter to redraft the language and confer with Diane and Melinda.

b. GSLIS program outreach

Carina has been working with University of Rhode Island and Peter with Simmons College on chapter outreach to library schools.

Peter reported that Simmons has so many affiliated organizations that it will be difficult to get enough students to participate.

Carina will be working with the Student ALA representative at URI on a Career Day for spring, 2013. Get in touch with Carina if you'd like to help.

9. Old Business

a. Eventbrite registration system

Diane distributed a chart comparing Eventbrite fees with Google fees. She said that Google may not have sound security practices and the payment capabilities in Google checkout are not good. Eventbrite fee is cheaper (2% vs. 2.9%) but is more expensive per transaction (\$.99 vs. \$.30). However, Eventbrite is much easier to manage. Reporting is more robust.

Dawn said Eventbrite will help with marketing your events which may increase attendance.

Tim said Evergreen uses it for its annual conference and under a certain number of registrants, you can use it for free. It allows you to create an entire conference site.

Nancy said we may be paying more but are getting a service that is so much more, even if we have to increase the cost of programs.

We could add on to the registration fee to cover it. If we charge \$55 for our standard program, we could charge \$60 to cover the cost of Eventbrite.

Melinda said it can also handle membership dues, vendor checks, etc. Someone would have to monitor membership but it is fairly simple.

Melissa: Will people have to go to different places to pay membership vs. conference registration? Can there be a separate fee in Eventbrite?

Tim thinks so but not sure. Driving everything through Eventbrite would create a better user experience.

Can Eventbrite give itemized statements for receipts? Diane was not sure. Would need a breakout for membership vs. conference fees.

Tim opened up the application and identified a number of receipt options. It even has a widget for taking credit card on site.

Leslie asks what impact would it have on SIG program registration? Should be able to use this for many things.

Diane said it may drive people to pay electronically. Do we continue to give them an option of paying with a check?

Eleta thinks so. Have one option to pay by check, another online. Could also handle free registrations for non-charging SIGS. Need free registration on separate page.

Who would be in charge of setting up the form in Eventbrite? All the SIGs? Or one expert who handles it? Could we template it?

Dawn said it is not that hard to set up. Could hold a virtual training for SIG chairs with a designated expert. The chairs would then have access to options for publicizing the event. Some of its value would be lost if you don't use the marketing features. We would still need local expert for Eventbrite. Could we add a registrar to the Communications Committee?

Patrick asked would we share the ACRL-NEC account with Eventbrite? They may have sub-accounts.

Peter has used Eventbrite at Simmons and said we can make multi-user accounts but only one person can receive the email.

Has anyone reviewed privacy policy and terms of use for Eventbrite? Tim has not. Dawn says payment goes through Google checkout or PayPal, etc. so their policies would hold.

Is there any other fee than the transaction and credit card fees?

No membership fee. They give you the option to go through Google Checkout but it adds to the costs. Same with PayPal. Will cost more than going with their credit card option. Don't offer the other options.

All agreed we will try it and will use it for SIG programming.

Pilot testing is needed prior to using with SIGS.

Dawn says ITIG will help with support until an Eventbrite administrator is appointed.

Diane will set up the account and send documentation of non-profit status.

MOTION: The ACRL-NEC will join Eventbrite. Moved by Melissa, seconded by Dawn. Board will follow up next fall to see how it is going. We will continue to use the current set-up for membership and vendors. We will use Eventbrite for conference registration and SIG events. Motion passed unanimously.

- b. ACRL complimentary e-learning webcast group registration
ACRL is proposing a complimentary webinar based on discussion held at the June ALA Chapters Council meeting. The last webinar will be held in April and is geared toward digital information literacy. Their aim is to improve programming for chapters. Would SIGS want to use? We can select two webcasts but they need to be held in one physical location and we have to follow their schedule. They are synchronous webcasts. They are free but our members would need to drive to view it. The host site would need to provide food, etc. ACRL members pay \$50. This is not practical. SIGs could consider for their programming. They should be able to weigh in on this. They can find a location etc. Library schools might be good location for them and might offset the costs. Could be a chapter outreach event.
Leslie will get in touch with relevant SIGs. Scholarly Communications SIG already has a program scheduled for that day. How far in advance does ACRL national set the programs? Everyone liked the idea of having library schools be the host site as it connects students to ACRL. Send to Carina to see if URI is interested and to NELIG.
- c. Chapter archivist
Leslie is still looking for an archivist. Hoping to have one appointed by January.
- d. Other business:
Julie asked about the status of the website now. Website is up and running. Are there problems? Betsy was able to post the minutes with no problems. Make sure you note on the Website Task Force's survey what is missing. How do we make sure all is archived? Whatever we do has to be future and retrospectively oriented. Archivist should deal with this. No conference information is there which makes it hard for conference planning. Communications committee will provide brief descriptions of conferences. Tim made

copies of website information prior to moving to Drupal. Physical Archives are at UMass Amherst.

Meeting was adjourned at 11:40 a.m.

Next meeting

Tuesday, January 8, 2013

9:30 a.m.-12:30 p.m.

Northeastern University, Boston, MA

Electronic Voting Held between August 22, 2012 and November 11, 2012

1. Betsy Learned moved that the budget for the Leadership Development Committee's November 2012 workshop be approved, as proposed. Leslie Button seconded the motion. The motion passed with 19 approvals and 1 abstention.
2. Sarah Hutton proposed a motion to approve the budget for the Scholarly Communication Interest Group's December event. The motion was seconded by Betsy Learned. The motion passed unanimously.

Board Reports:

Treasurer's Report

Diane Klare, Treasurer

Please see the Treasurer's report, attached.

Member-at-Large (1) Report

Amanda Izenstark, Member-at-Large, 1st Position 2011-2013

To help get a sense of how large our potential target audience would be, I went through the American Library Directory and compiled a list of the number of MLIS and non-MLIS staff at academic and research institutions in the six New England states, and shared the results with Peter Cochrane and Marianne Thibodeau.

I am also in the process of sending general information about membership out to local and distance graduate program contacts.

Member-at-Large (2) Report

Carina Cournoyer, Member-at-Large, 2nd position, 2012-14

In support of Goal 3 of the ACRL/NEC Strategic Plan, I've been working with Student ALA at the University of Rhode Island's GSLIS to plan a career day for the spring of 2013. The planning group consists of the officers of Student ALA, other interested Student ALA members, two faculty from GSLIS, and several

alumni of the program. The goal is to provide an opportunity for library students and other members of the URI GSLIS community to meet, talk with, and ask questions of practicing professionals in all of our varied jobs and professional responsibilities. Mock interviews, resume help, and job hunting advice are also planned. We will be soliciting help via the URI GSLIS alumni network for those willing to share their stories, knowledge and advice with future colleagues in a fun and informal way. While the focus is on URI's GSLIS community, the committee welcomes any others willing to help out to make this career event a success. Please contact me if you'd like to get involved.

I've also been working with the Membership Committee to talk about other ways to get URI's Student ALA group involved in ACRL/New England, including representing ACRL/ New England at a Student ALA-sponsored event in September. My work with the Website Taskforce is ongoing.

Constitution & Bylaws Committee Report

Michael Cerbo & Patrick Hartsfield, Co-Chairs

The Constitution & Bylaws Committee has made several changes to the chapter Bylaws and Manual based on motions passed at the August 2012 meeting. A listing of the changes is below. The updated versions of the manual and the separate constitution & bylaws document are available on the chapter website's *About Us* page (<http://www.acrlnec.org/content/about-us>).

Changes related to the dissolution of the Continuing Education Committee:

- p. I:6 - The CE committee was removed from the list of committees in Section 1.
- p. II:8 - Item #4 ("Ask Continuing Education Chair to be part of any conference program committee") was removed from the Guidelines for Chapter Conference Planning section. The updated date for this section was also updated to (1208).
- p. III:6 - The updated date for the Communications Committee Coordinators description was updated to (1208).
- p. III:8 - Specific Duty #1 for the Communications Committee Coordinators was updated to remove a reference to the CE Chair.
- p. III:10-11 - The CE Chair description was removed. The Scholarship and Awards Committee Chair description now begins on p. III:10 and all subsequent page numbers in section III have changed.
- p. IV:9 - SIG Chair(s) Orientation Checklist bullet item #4 was edited to remove reference to the CE Chair.
- p. VII:2 - The attendance sheet has been updated to remove the CE Chair, and also to add the Treasurer-Elect, and the Leadership Development Committee. The updated date for the attendance sheet was updated to (1208). The total number of voting members was increased to

21 to account for the addition of the Treasurer-Elect. The number required for a quorum (11) is unchanged.

Other changes that were made:

- p. ii - Table of Contents was updated.
- p. I:4 - The date of the last Bylaws update was changed to (1208) and August 2012.
- p. II:1 - The Treasurer-Elect was added to the list of voting members for the Board of Directors. This was apparently overlooked when the Constitution was edited in February.
- p. IV:8 - The updated date for the Special Interest Groups section was updated to (1208).
- p. IV:9 - The SIG allotment was increased to \$1500.
- p. IV:11 - The SIG allotment was increased to \$1500 in the first bullet item, second sub-bullet item of part 7, Budget and Finances. The updated date for this section was also changed to (1208),
- p. V:19 - The list of officers for the current year (2012/2013) was added.

Membership Committee Report

Peter Cochrane & Marianne Thibodeau, Co-Chairs

UPDATES

Database Issue:

On Friday, November 9th the membership committee notified Tim Spindler regarding an issue with the export feature of the membership database. Searches that were exported to excel did not provide a complete list. In the sample search, three out of eighteen entries did not export.

Membership year question:

We propose that the membership period for the ACRL New England Chapter begin on January 1 and end on December 31. Currently some of the memberships can be for an eighteen month period versus a twelve month period. For example, if an individual joins ACRL New England in order to receive the membership discounted price for the annual conference in May, this individual will not receive an email to renew until fourth quarter of the following year.

Current language states:

The Membership Year is January to December. Application fees received before the conference apply to the current membership year; fees received during or after the conference apply to the next membership year.

Proposed language revision:

The Membership Year is January to December. Membership dues received before the conference or after the conference apply to the current membership year.

The membership committee seeks board approval for membership cycle to reflect calendar year. Anyone joining in a current calendar year pays the annual membership dues of \$20, which will be up for renewal at the beginning of each calendar year. Members are notified of renewals via e-mail in mid-November for the following year, with a reminder e-mail to follow early-January.

The committee was asked to determine how many members have an extended expiration date. As of November 9, 2012, the committee found that there are 18 memberships that have an extended membership period. Loss of revenue amounts to \$360.

Meeting with ALASC - Simmons College

The membership committee met with Chapter Coordinator Nicole Thomas and Information Coordinator, Kristy Lockhart of the ALA Student Chapter, Simmons College on Friday, September 14th to discuss the prospect for an ACRL-NEC student officer position within the student organization. The student officers are consulting their by-laws regarding election and appointment of new officers. A follow-up meeting has not occurred due to schedule conflicts. We hope to meet again in December.

Membership Committee e-mail address - REVISITED

In exploring the use of membership@acrlnec.org, it has been decided that the e-mail client associated with this account is not a comparable alternative to the Outlook application, therefore, we will not be transitioning our communications to the chapter e-mail address.

UPCOMING PROJECTS

- 1 Membership renewal e-mails will be sent out mid-November 2012 for membership year 2013. In conjunction with the Website subcommittee either a survey link or an announcement of the forthcoming survey will be included in the renewal e-mail seeking member feedback on the chapter Website.
- 2 Student Pairing Program - Peter will be opening registration for Library Students and Librarian Volunteers via Eventbrite through participation with the conference planning committee.
- 3 Membership committee will meet early December with Amanda Izenstark, member-at-large, to discuss environmental scan (Strategic Plan, Goal 3) next steps. The committee is waiting until January 2013 to complete the research as we anticipate a majority of membership renewals will have been processed and we will have updated membership information from ACRL National.

Leadership Development Committee Report

Barbara Kenney and Melissa Behney, Co-Chairs

Registration for the November 16th workshop, “Got Perspective: playing with others in the higher education sandbox,” has closed, with 55 registrants. Details of the workshop are available at http://classguides.lib.uconn.edu/ACRL_NEC.

The Committee is in the process of planning a spring event and developing, as a result of a survey, a series of events for the next two years. We are also currently **planning** for leadership succession, identifying roles and responsibilities for committee members, and soliciting names for potential committee members.

Access Services Interest Group Report

Gail Geisser and Amy Galante, Co-Chairs

The Access Services Interest Group (ASIG) is in the beginning stages of planning a spring conference. We will not be holding a fall conference.

Collection Development Interest Group Report

Julie Linden and Amy Lewontin, Co-Chairs

Sixty-five people attended CDIG’s program “Textbooks and Their Stakeholders” at Northeastern University Egan Engineering/Science Research Center on November 1, 2012, 9:00 a.m.-12:30 p.m.

Speakers:

- 9:35 “An Overview of the Textbook Market and Strategies to Reduce Costs”
Nicole Allen, Student PIRGs Affordable Textbook Advocate
- 10:00 “H2O: Developing and Distributing an Ocean of Content”
Dustin Lewis, Project Manager/Technical Lead, H2O online platform for textbook development and distribution; Harvard University Berkman Center for Internet & Society and Harvard Law School Library
- 10:25 “Intellectual Property Law and Textbooks”
Kyle K. Courtney, Manager, Resource Sharing and Faculty Information Delivery, Harvard Law School
- 11:00 “Presenting Principles of Biology: An Interactive Textbook Changing the Educational Landscape”
Chris Hyde, Senior Account Manager, Nature Education
- 11:25 “Do Libraries Belong Here? Lessons from an Institutional E-textbook Implementation”
Carrie Nelson, Academic Librarian, College Library, University of Wisconsin-Madison (via Skype)

Presentation materials will be made available on the CDIG website. An evaluation was sent to attendees; results will guide future CDIG program planning.

Information Technology Interest Group Report

Dawn Ensellem Wichowski and David Bretthauer, Co-Chairs

Dave and I were pleased to welcome Kieran Ayton, Emerging Technologies Librarian at Rhode Island College, as co-vice-chair of ITIG. He joins Veronica Kenausis of Western Connecticut State University.

Per the Board's strategic initiative request, we are investigating conferencing software. Amanda developed a comparison document which we have been updating with software features and personal impressions of the software functionality and reliability. Members have tried GoToMeeting and Google Hangout, and plan to demo join.me on Friday. We also are planning to try out WebEx, GoToWebinar, and Adobe Connect. If you have any other suggestions, please let us know. We are demo'ing these products through our regular meetings.

We have a great planning group this year with 16 volunteer members dispersed across Southern New England. Thanks to Tim and C/W MARS, ITIG has used GoToMeeting so that Planning Group members may participate virtually, and members have expressed satisfaction with this option (thank you Tim and C/W Mars!). As our virtual meeting options solidify, we expect to offer this option more explicitly to increase volunteer opportunities for Northern New England members so interested.

The committee reviewed the survey results of the 2012 DigiCamp and decided to try a model that is closer to a true unconference this year. We plan to give participants an opportunity to drive the content of the conference more closely. The location has not been settled but it will likely take place in early March. If you might be interested in providing a host site, please let Dave or I know!

While ITIG's primary programming focus in recent years has been DigiCamp, we are considering ideas for other programs. We are having a program planning meeting on Friday, November 16.

New England Library Instruction Group Report

Sondra VanderPloeg and Rachel Pusateri, Co-Chairs

NELIG hosted a Fall Meeting at UNH-Manchester on Friday September 28, 2012. About 50 librarians from around New England attended the program portion of the meeting. Expenses for this meeting totaled \$151.88.

<http://nelig.acrlnec.org/content/fall-meeting-2012>

After the program, the NELIG business meeting was held to begin planning for 2013 Annual Program. The Annual Program Planning Committee (APC) for 2013 was convened – in addition to the NELIG co-Chairs, 15 librarians have volunteered to be part of the APC. APC Co-Chairs were recruited: Jennifer Ferguson (Simmons) & Zoe Rath (Berklee).

NELIG 2013 Annual Program will be held Friday June 21, 2013 at Dartmouth College, Sarah Tischer Scully is site coordinator.

We have secured keynote speakers for APC: Thomas P. Mackey & Trudi E. Jacobson, authors of the CRL Article: Reframing Information Literacy as a Metaliteracy <http://crl.acrl.org/content/72/1/62.full.pdf+html>

NELIG Winter Meeting, an instruction swap, will be held at various sites around New England on Friday December 7, 2012. <http://nelig.acrlnec.org/content/nelig-winter-meeting-december-7-2012>. The NELIG leadership team is in the final stages of arranging logistics for this program – presenters have been recruited and will be assigned to sites. Registration for attending this program will open November 5th.

Scholarly Communications Interest Group Report

Hillary Corbett, Chair, Sally Gore and Dianna Magnoni, Vice-Chairs

The Scholarly Communication Interest Group is offering a fall program to be held December 4, 2012. Titled “The ARL Code of Best Practices and Beyond: Copyright and Fair Use on Your Campus,” the event will feature Brandon Butler of ARL and Laura Quilter of UMass Amherst and will focus on applying the ARL Code of Best Practices in Fair Use for Academic and Research Libraries and talking with campus attorneys/legal counsel about copyright and fair use. Registration for the event opened on November 7, 2012. It will be held at the UMass Medical Hoagland-Pincus Conference Center in Shrewsbury, MA.

The SIG’s planning group is also in the preliminary stages of discussing a spring program, tentatively planned as a pre-conference event before the Chapter’s annual meeting in May 2013.

Website Task Force Report

Sarah Hutton, Chair (reported by Dawn Ensellem)

We’re investigating what content is needed by our constituencies, how it should be delivered, and what current backend issues we’re dealing with. We’ll collect data from the user groups and the board, and then make recommendations about the website’s underlying architecture. After this is completed, we can talk about design.

So far the task force has:

- Identified key user groups (chapter members/potential members/chapter leaders)
- Discussed how they might want to use the website
- Identified potential issues with existing site
- Created questions for a survey of members/potential members.
 - o Survey for board members will be developed separately.
 - o Sara is running the survey by the UMass assessment expert.
 - o After the assessment is completed and changes made, Tim will develop the survey monkey survey.
 - o We plan to release the survey by early December because of Thanksgiving.

Respectfully submitted,
Betsy Peck Learned
ACRL/NEC Secretary 2012-2014